

Checklist for Non-US Graduates Original License, Rules 2002

NOTE: In order to be considered for an evaluation, you must possess a minimum of a bachelor's degree (master's degree for school services and administrative licensure) from an institution regionally accredited to offer degrees in education OR be a graduate of a regionally accredited institution and meet the education requirements for your state. Please note: meeting minimum requirements for evaluation does NOT guarantee issuance of an Indiana instructional, administrative or school services license. **Check the items that are being sent and return this checklist with your materials. Failure to send all items in one envelope will result in delays in processing your request.**

- **Application for an Indiana Teaching, Administration, or School Services License.** Be sure to complete the Criminal History information and sign the application or your materials will be returned.
- **Evaluation Fee.** Each level (instructional, administrative, school services) requires a \$35 Money Order or Cashier's Check made payable to "State of Indiana". **DO NOT SEND CASH OR PERSONAL CHECK. ALL FEES ARE NONREFUNDABLE.**
- **Foreign Credentials Evaluations Report Enclosed.** You must obtain an official evaluation report which translates your non- US coursework into US equivalents. Contact the [Educational Credential Evaluators](#) or [World Education Services](#) to obtain this report.
NOTE: The Office of Educator Licensing and Development cannot evaluate your credentials without this report.
- **Verification of US equivalent student teaching.** When you obtain the foreign credentials evaluation report, it must include student teaching as part of your preparation program (if you are requesting a teaching license). **NOTE:** If your report does NOT include student teaching, the Office of Educator Licensing will not evaluate your credentials. You must enroll at an Indiana college or university to obtain your Indiana teaching license.
- **Valid Out of State Teaching, Administrative or School Services License.** Send photocopies of BOTH SIDES of your unexpired out of state license(s).
- **Instructional and/or Professional Education Experience.** Send official verification letter of all instructional, school services and administrative experience you possess. The letter is to be on official school letterhead and needs to include dates of employment; subjects and grades taught and/or positions held and must include both the type and status of school accreditation. An administrator from your last place of employment MUST verify the information.
- **Official Praxis Score Reports**.** Official score reports of the Praxis test scores should be sent directly from the Educational Testing Service (ETS). You may contact ETS at www.ets.org. If your test scores have been sent directly to our agency, please include a note indicating this and a copy of your examinee score report.

- **Other Relevant Application Materials.** If you neither graduated from an NCATE accredited education program nor hold an out of state license in accordance with our Interstate Compact Agreement, you may submit additional evidence of your license preparation for consideration. Some examples include: copies of educational awards or honors and/or official verification of in-service activities, educational conferences, seminars, educational mentoring you have performed, educational publications, research, or presentations you have conducted. All verification(s) must be provided on official letterhead and signed by the supervisor. Please list below the items you have enclosed for review:

******Praxis tests may be waived with three (3) full years of verified creditable out of state teaching experience with a currently valid (un-expired) out of state license. Previous or prior teaching experience in Indiana is not applicable.

PLEASE NOTE: Items submitted become the property of the Office of Educator Licensing and Development and will NOT be returned. Retain copies for your files.

Mail application packet to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798